

Rutherford County

*Rutherford County Office Building
289 N. Main Street
Rutherfordton, NC 28139*



Meeting Agenda

Tuesday, September 15, 2015

5:30 PM

Rutherford County Airport Authority

I. Call To Order

II. Pledge of Allegiance

Agenda Approval

III. Public Comments

IV. Consent Agenda

Minutes of August 18, 2015 Special Meeting

Attachments: 2015.08.18 Specail Meeting Minutes

V. Financial Report

VI. Director's Report

August Financial Report

Attachments: August Financial Report

VII. Old Business

VIII. New Business

Work Authorization SWPPP-SPCC Assistance and Training

Attachments: signed Work Authorization #4 - SWPPP-SPCC Update and Training

X. Adjourn



Agenda Summary Sheet

Rutherford County Office
Building
289 N. Main Street
Rutherfordton, NC 28139

File #: ID 15-851, Version: 1

Meeting Date: September 15, 2015

Agenda Approval

Summary:

Agenda is presented to the Board for consideration.

Budget:

n/a

Contact Information:

Brooke Watson
Secretary to the Airport Authority
828-287-6061
airport@rutherfordcountync.gov

Recommended Motion:

Approve agenda.



Agenda Summary Sheet

Rutherford County Office
Building
289 N. Main Street
Rutherfordton, NC 28139

File #: ID 15-852, **Version:** 1

Meeting Date: September 15, 2015

Minutes of August 18, 2015 Special Meeting

Summary:

Minutes of August 18, 2015 are attached for the Board's consideration.

Budget:

n/a

Contact Information:

Brooke Watson
Secretary to the Airport Authority
828-287-6061
airport@rutherfordcountync.gov

Recommended Motion:

Approve August minutes.



Rutherford County Office Building
Rutherford County 289 N. Main Street
Rutherfordton, NC 28139

Meeting Minutes Rutherford County Airport Authority

Tuesday, August 18, 2015

4:00 PM

I. Call To Order

Chairman Michael Benfield called the August 18, 2015 special meeting of the Rutherford County Airport Authority to order.

Present: Chairman Michael Benfield, Vice Chairman Eddie Holland, Alan Toney, and Bryan King

Absent: Member Greg Lovelace

II. Pledge of Allegiance

Chairman Michael Benfield led in the Pledge of Allegiance.

A. Agenda Approval

Vice Chairman Eddie Holland moved to approve the agenda and Member Bryan King seconded.

Ayes: Chairman Michael Benfield, Vice Chairman Eddie Holland, Alan Toney, and Bryan King.

Noes: None

Absent: Member Greg Lovelace

III. Public Comments

None

IV. Consent Agenda

Member Bryan King moved to approve the Minutes of July 21, 2015 Regular Meeting and Alan Toney seconded.

Ayes: Chairman Michael Benfield, Vice Chairman Eddie Holland, Alan Toney, and Bryan King .

Noes: None

Absent: Member Greg Lovelace

V. Financial Report

Airport Director Randy Patterson reported on the revenues and expenditures through July 2015. There were no questions about the financial report.

VI. Directors Report

Director Randy Patterson spoke about the letter of commitment to the division of aviation.

VIII. New Business

Vice Chairman Eddie Holland moved to approve the letter of commitment for the airport safety/maintenance projects for a 5 year term and to approve the resolution to the division of aviation and Bryan King seconded.

Ayes: Chairman Michael Benfield, Vice Chairman Eddie Holland, Alan Toney, and Bryan King

Noes: None

Absent: Member Greg Lovelace

Resolution of the Sponsor

A motion was made by _____
(Name and title)

and seconded by _____
(Name and title)

for the adoption of the following resolution, upon being put to a vote it was duly adopted:

THAT WHEREAS _____ (hereinafter referred
(Airport Owner)

to as "Sponsor") the North Carolina Department of Transportation (hereinafter referred to as "Department") requires a

Commitment and Release of Liability statement to be on file, in order to provide and oversee maintenance and

safety improvements on the operational surfaces of the _____; in accordance
(Official Airport Name)

with the provisions of North Carolina General Statute 63. NOW THEREFORE, BE IT AND IS HEREBY RESOLVED,
that the

_____ of the Sponsor be and is hereby authorized
(Title of Airport Official)

and empowered to enter into a Commitment and Release of Liability with the Department, thereby binding the Sponsor
to fulfillment of its obligation as incurred under this resolution and its commitment to the Department.

I, _____, of the
(Name and title of Public Notary)

_____, do hereby certify that the above
(Name of Sponsoring Agency)

is a true and correct copy of the minutes of _____
(Name of Authorizing Board)

_____, held on _____
Of the Sponsoring Agency) (Date of Meeting)

WITNESS my hand and the official seal of the Sponsor.

This the day of _____ (month, day, year).

NOTARY SEAL

Adopted and approved the 18th of August, 2015.

X. Adjourn

Vice Chairman Eddie Holland moved to adjourn and Member Alan Toney seconded.

Ayes: Chairman Benfield, Vice Chairman Eddie Holland, King, and Toney
Noes: None
Absent: Member Greg Lovelace

Chairman, Airport Authority

Vice Chairman, Airport Authority

Attest:

Secretary to the Airport Authority



Agenda Summary Sheet

Rutherford County Office
Building
289 N. Main Street
Rutherfordton, NC 28139

File #: ID 15-853, **Version:** 1

Meeting Date: September 15, 2015

August Financial Report

Summary:

The financial report is presented to the Board for review.

Budget:

n/a

Contact Information:

Randy Patterson
Airport Director
828-288-4017
randy.patterson@rutherfordcountync.gov

Recommended Motion:

Information only.

RUTHERFORD COUNTY
Airport - Revenue and Expense
Report dates 07/01/2015 - thru - 07/31/2015

| Account Number | Account Description | Amended Budget | Period Activity 08/01/2014 to 08/31/2014 | Period Activity 08/01/2015 to 08/31/2015 | Fiscal Year to Date 07/01/2015 to 08/31/2015 | Encumbrances | Available Budget | % Used | Fiscal Year to Date 07/01/2015 to 08/31/2015 |
|-----------------------------|--------------------------------|----------------|--|--|--|--------------|------------------|--------|--|
| 13-3414-820-01-000 | SALE OF COUNTY PROPERTY | 0.00 | 0.00 | -1,415.25 | -2,803.69 | 0.00 | -1,388.44 | 0.00 | -2,803.69 |
| SALE CO PROPERTY/OTHER | | 0.00 | 0.00 | -1,415.25 | -2,803.69 | 0.00 | -1,388.44 | 0.00 | -2,803.69 |
| 13-3453-410-01-000 | AIRPORT FUEL SALES | 375,000.00 | -39,413.53 | -22,130.90 | -57,958.36 | 0.00 | 339,172.54 | 9.55 | -57,958.36 |
| 13-3453-800-00-000 | AIRPORT MISCELLANEOUS REVENUES | 0.00 | 0.00 | -40.00 | -56.00 | 0.00 | -16.00 | 0.00 | -56.00 |
| AIRPORT | | 375,000.00 | -39,413.53 | -22,170.90 | -58,014.36 | 0.00 | 339,156.54 | 9.56 | -58,014.36 |
| 13-3634-800-01-000 | RENTS-AIRPORT | 28,000.00 | -3,972.15 | -2,082.80 | -6,184.10 | 0.00 | 23,898.70 | 14.65 | -6,184.10 |
| MISCELLANEOUS REVENUE RENTS | | 28,000.00 | -3,972.15 | -2,082.80 | -6,184.10 | 0.00 | 23,898.70 | 14.65 | -6,184.10 |
| 13-3980-980-10-000 | CONTRIBUTION FROM GENERAL FUND | 113,495.00 | 0.00 | 0.00 | 0.00 | 0.00 | 113,495.00 | 0.00 | 0.00 |
| TRANSFERS FROM OTHER FUNDS | | 113,495.00 | 0.00 | 0.00 | 0.00 | 0.00 | 113,495.00 | 0.00 | 0.00 |
| Total Revenue | | 516,495.00 | -43,385.68 | -25,668.95 | -67,002.15 | 0.00 | 475,161.80 | 8.00 | -67,002.15 |
| 13-4101-181-00-000 | F I C A | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13-4101-181-01-000 | MEDICARE FICA 1.45% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13-4101-182-00-000 | RETIREMENT EMPLOYER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13-4101-182-01-000 | 401K EMPLOYER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13-4101-183-01-000 | LIFE & DISABILITY INS EMPLOYER | 0.00 | 2.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13-4101-189-01-000 | CAFETERIA ADMINISTRATIVE FEE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13-4101-298-01-000 | STATE SALES TAX 4.5% | 0.00 | 20.28 | 10.28 | 113.80 | 0.00 | -103.52 | 0.00 | 113.80 |
| 13-4101-298-03-000 | COUNTY SALES TAX 2% & 2.5% | 0.00 | 8.54 | 4.33 | 47.91 | 0.00 | -43.58 | 0.00 | 47.91 |
| CLEARING ACCOUNTS | | 0.00 | 31.02 | 14.61 | 161.71 | 0.00 | -147.10 | 0.00 | 161.71 |
| 13-4530-121-00-000 | AIRPORT SALARIES REGULAR | 65,797.00 | 2,961.02 | 4,235.95 | 9,924.57 | 0.00 | 60,128.38 | 8.62 | 9,924.57 |
| 13-4530-122-00-000 | AIRPORT SALARIES OVERTIME | 0.00 | 0.00 | 0.00 | 63.54 | 0.00 | -63.54 | 0.00 | 63.54 |
| 13-4530-126-00-000 | SALARIES TEMPORARY PART-TIME | 11,768.00 | 1,286.58 | 804.84 | 2,372.16 | 0.00 | 10,200.68 | 13.32 | 2,372.16 |
| 13-4530-181-00-000 | F I C A | 4,809.00 | 224.75 | 271.03 | 680.85 | 0.00 | 4,399.18 | 8.52 | 680.85 |
| 13-4530-181-01-000 | MEDICARE FICA | 1,125.00 | 52.57 | 63.38 | 159.23 | 0.00 | 1,029.15 | 8.52 | 159.23 |
| 13-4530-182-00-000 | RETIREMENT | 8,683.00 | 369.24 | 521.78 | 1,384.24 | 0.00 | 7,820.54 | 9.93 | 1,384.24 |
| 13-4530-182-01-000 | NC RETIREMENT 401K | 2,181.00 | 96.23 | 74.91 | 259.14 | 0.00 | 1,996.77 | 8.45 | 259.14 |
| 13-4530-183-00-000 | HEALTH AND LIFE INSURANCE | 11,792.00 | 526.07 | 479.96 | 959.92 | 0.00 | 11,312.04 | 4.07 | 959.92 |
| 13-4530-183-01-000 | EMPLOYEE EVALUATIONS | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 |
| 13-4530-186-00-000 | WORKMENS COMPENSATIONS | 2,390.00 | 0.00 | 0.00 | 2,390.00 | 0.00 | 0.00 | 0.00 | 2,390.00 |
| 13-4530-189-01-000 | OTHER FRINGE BENEFITS | 0.00 | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13-4530-192-00-000 | PROFESSIONAL SERVICES LEGAL | 16,400.00 | 300.00 | 990.00 | 1,290.00 | 0.00 | 16,100.00 | 1.83 | 1,290.00 |
| 13-4530-192-01-000 | PROFESSIONAL SERVICES OTHER | 0.00 | 1,195.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

RUTHERFORD COUNTY
Airport - Revenue and Expense
Report dates 07/01/2015 - thru - 07/31/2015

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| Account Number | Account Description | Amended Budget | Period Activity 08/01/2014 to 08/31/2014 | Period Activity 08/01/2015 to 08/31/2015 | Fiscal Year to Date 07/01/2015 to 08/31/2015 | Encumbrances | Available Budget | % Used | Fiscal Year to Date 07/01/2015 to 08/31/2015 |
|--------------------|---------------------------------|----------------|--|--|---|--------------|------------------|--------|---|
| 13-4530-199-00-000 | PETTY CASH OVER/SHORT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13-4530-251-01-000 | AV FUEL PURCHASES | 300,000.00 | 63,008.72 | 41,904.49 | 74,479.01 | 0.00 | 267,425.48 | 10.86 | 74,479.01 |
| 13-4530-260-00-000 | OFFICE SUPPLIES | 1,500.00 | 19.19 | 185.62 | 179.07 | 0.00 | 1,506.55 | -0.44 | 179.07 |
| 13-4530-260-02-000 | SUPPLIES | 2,000.00 | 376.17 | 0.00 | 18.46 | 0.00 | 1,981.54 | 0.92 | 18.46 |
| 13-4530-299-00-000 | PUBLIC RELATIONS | 500.00 | 0.00 | 0.00 | 138.15 | 0.00 | 361.85 | 27.63 | 138.15 |
| 13-4530-311-00-000 | TRAVEL/EXPENSE REIMBURSEMENT | 800.00 | 0.00 | 0.00 | 0.00 | 0.00 | 800.00 | 0.00 | 0.00 |
| 13-4530-321-00-000 | TELEPHONE | 2,300.00 | 184.07 | 184.05 | 329.64 | 0.00 | 2,154.41 | 6.33 | 329.64 |
| 13-4530-325-00-000 | POSTAGE | 75.00 | 3.99 | 0.00 | 0.00 | 0.00 | 75.00 | 0.00 | 0.00 |
| 13-4530-331-00-000 | UTILITIES SEWER WATER ELECTRIC | 8,000.00 | 1,385.38 | 585.05 | 1,200.59 | 0.00 | 7,384.46 | 7.69 | 1,200.59 |
| 13-4530-351-00-000 | REPAIRS & MAINT AIRPORT | 15,000.00 | 36.77 | 133.67 | 1,520.05 | 0.00 | 13,613.62 | 9.24 | 1,520.05 |
| 13-4530-352-00-000 | MAINTENANCE TO EQUIPMENT | 7,000.00 | 66.77 | 0.00 | 0.00 | 0.00 | 7,000.00 | 0.00 | 0.00 |
| 13-4530-353-00-000 | MAINTENANCE TO VEHICLES | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 |
| 13-4530-370-00-000 | ADVERTISING | 800.00 | 154.68 | 0.00 | -13.50 | 0.00 | 813.50 | -1.69 | -13.50 |
| 13-4530-440-00-000 | SERVICE & MAINTENANCE CONTRACTS | 34,000.00 | 2,225.00 | 700.00 | 700.00 | 8,400.00 | 25,600.00 | 24.71 | 700.00 |
| 13-4530-451-00-000 | PEROPERTY/OPERATIONS INSURANCE | 7,949.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,949.00 | 0.00 | 0.00 |
| 13-4530-491-00-000 | DUES & SUBSCRIPTION | 500.00 | 138.50 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 | 0.00 |
| 13-4530-980-00-000 | GENERAL FUND INDIRECT COSTS | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 0.00 |
| 13-4530-980-16-000 | SAN SERVER UPGRADE ALLOCATION | 26.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26.00 | 0.00 | 0.00 |
| AIRPORT | | 516,495.00 | 74,521.20 | 51,154.73 | 98,035.12 | 8,400.00 | 461,214.61 | 10.70 | 98,035.12 |
| Total Expense | | 516,495.00 | 74,552.22 | 51,169.34 | 98,196.83 | 8,400.00 | 461,067.51 | 10.73 | 98,196.83 |
| Airport Fund | | 0.00 | 31,166.54 | 25,500.39 | 31,194.68 | 8,400.00 | 14,094.29 | 9.37 | 31,194.68 |



Agenda Summary Sheet

Rutherford County Office
Building
289 N. Main Street
Rutherfordton, NC 28139

File #: ID 15-854, Version: 1

Meeting Date: September 15, 2015

Work Authorization SWPPP-SPCC Assistance and Training

Summary:

The work authorization for SWPPP-SPCC assistance and training is presented to the Board for consideration.

Budget:

n/a

Contact Information:

Jimmy Luther
WK Dickson
jluther@wkdickson.com

Recommended Motion:

Approve work authorization for Stormwater Pollution Prevention Plan(SWPPP) and Spill Prevention Control and Countermeasure (SPCC) training contingent on funds being available from non primary entitlement grant monies.

**WORK AUTHORIZATION 4
RUTHERFORD COUNTY AIRPORT AUTHORITY**

**SWPPP-SPCC Assistance and Training
September 4th, 2015**

**Contract for Professional Services
March 8, 2011**

General Description

Rutherford County Airport Authority (OWNER) authorized WK Dickson (CONSULTANT) to prepare an integrated Stormwater Pollution Prevention Plan (SWPPP) and Spill Prevention Control and Countermeasure Plan (SPCC) (herein referred to as SWPPP-SPCC) in 2011. This plan outlines compliance requirements for the General Stormwater Permit for the Airports issued by the State of North Carolina (NCG 150038) and the Federal requirements 40 CFR 112 for facilities that store equal to or greater than 1,320 gallons of oil based fuel products. This plan was implemented in August of 2011.

In 2014, North Carolina renewed the General Stormwater permit for Airports. Additionally, on May 12th, 2015 an United States Environmental Protection Agency (EPA) representative visited the Rutherford County airport and conducted an inspection of the SPCC plan.

In response to the recent Stormwater permit renewal and EPA inspection, OWNER desires for the CONSULTANT to conduct a review of the current SWPPP-SPCC plan. The review will determine if any revisions to the plan may be needed in order to comply with current applicable state and federal regulations and/or to accurately reflect facility changes that may have taken place at the airport since the original plan was implemented. If needed, the plan will be updated for compliance with current applicable regulation and to reflect current airport conditions.

Upon completion of the review and update of the plan, CONSULTANT will conduct a training session for airport staff who are responsible for implementing the SWPPP-SPCC. This training will highlight plan implementation, inspection and documentation requirements and will also fulfill the annual staff training requirement for the SWPPP-SPCC.

SWPPP-SPCC Assistance and Training
Rutherford County Airport Authority
WA# 4



SCOPE OF SERVICES

Special Services

Whereas the Contract for Professional Services dated March 8, 2011 does not specify the Services requested for this project in Section II of the General Provisions, the scope of services of the Consultant shall be as follows:

1. Project Management and Grant Administration:

Project Management and Grant Administration shall generally consist of project development; consultation with OWNER, state and federal government agencies to clarify and define the requirements for the project and review available data; and assistance to the OWNER with the administration of project applications, grant applications, grant compliance issues and applications for funding reimbursements.

2. SWPPP-SPCC Review and Training

The CONSULTANT will review the existing SWPPP-SPCC plan to verify that the plan is in compliance with the current National Pollutant Discharge Elimination System (NPDES) general permit for Stormwater discharges associated with industrial activities from Airports in NC (NCG150000) and to determine if the plan accurately reflects the current airport facilities and user activities. If facility and/or user activities have changed since the previous revision of the plan, the plan will be updated to correctly reflect current airport conditions.

Upon completion of the plan review, a review summary report will be provided to identify components of the plan that need to be revised. This report will be provided to the OWNER for acceptance before the proposed revisions are complete.

The CONSULTANT will also develop and conduct one (1) SWPPP-SPCC Plan Training Workshop to be conducted with the OWNER's staff who are responsible for implementing and maintaining the plan. This training will be used to familiarize airport management, staff, and commercial tenants, as appropriate with the Airport Stormwater Discharge General Permit requirements as well as specific SWPPP-SPCC Plan requirements. The training will include Stormwater pollution prevention awareness level training and general SPCC training for all participants. Project team trainers will review the airport specific SWPPP-SPCC Plan document and discuss the specific potential pollutant



sources and spill response procedures at the facility. Attendees will receive certificates that can be used to document the required annual training. It is assumed that the training workshop will occur on-site at the airport in a room provided by the airport.

3. SWPPP-SPCC Update

Upon completion of SWPPP-SPCC review, Training and acceptance of the review summary report the required plan updates and revisions will be completed on an as needed basis. Plan revisions and updates may generally consist of the following:

- a. Airport Site Map revision to reflect capital projects (e.g. apron expansions, new hangars, terminal buildings, fuel farm renovations)
- b. Airport Site Map revision to reflect updated storage of bulk materials.
- c. New industrial activity on the airport
- d. Major change in use of airport
- e. Revision of inspection forms
- f. Re-certification of SPCC plan by a NC Professional Engineers (required every 5-years).

RESPONSIBILITY OF THE OWNER

Th responsibilities of the OWNER are outlined in Section III of the General Provision of the Contract for Professional Services, dated March 8, 2011.

ADDITIONAL SERVICES

Engineering services described in this Scope of Services do not include certain categories of work, which are usually referred to as "Additional Services." The CONSULTANT will provide Additional Services only upon receipt of written authorization from the OWNER. The CONSULTANT will notify the OWNER in advance if the need for Additional Services is anticipated. Additional Services are those not specifically identified in the scope of services of this Task Order.



DELIVERABLES

The CONSULTANT will provide the following deliverables to the OWNER for the project.

- a. Digital copies of all grant applications and requests for reimbursements
- b. SWPPP-SPCC review summary report
- c. Hard and digital copies of Training Session materials and Training Certificates for Attendees
- d. Applicable updated plan components

FEE SCHEDULE

The above services shall be provided and billed according to the below Fee Schedule:

Special Services


| | | |
|--|----------|----------|
| 1. Project Management & Grant Administration | Lump Sum | \$ 2,798 |
| 2. SWPPP-SPCC Training | Lump Sum | \$ 5,818 |
| 3. SWPPP-SPCC Review and Update | HNTE | \$ 2,369 |

The total fee of all work in the amount of **\$10,985** is summarized in Attachment 'A'. Miscellaneous additional work required but not contained in the above scope of services will be paid for in accordance with the rate schedule in effect at the time and will be subject to prior approval by the OWNER. All other provisions of the Contract for Professional Services dated March 8, 2011 shall remain in full force and effect and unmodified other than as noted herein.

REQUESTED BY:

Chairman
Rutherford County Airport Authority

ACCEPTED BY:



Vice-President
W.K. Dickson & Co., Inc.

This instrument has been pre-audited in the manner required by Local Government and Fiscal Control Act.

SWPPP-SPCC Assistance and Training
Rutherford County Airport Authority
WA# 4



